



# PURCHASE ORDER

**PO Number: 303-1-1029**

*Requisition Number: 303-1-02375*

**Order Date: 7/23/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Robert D. Moreton Building  
1100 W. 49th Street  
Attn: Herman Ayala  
Austin, TX 78756

**Show numbers on all papers and packages**

## Referenced Source or Vendor

18142722802  
Zair's Building Maintenance  
820 Monarch Ave.  
Cedar Park, TX 78613  
Zair Romero  
Phone: 512-828-9305, Fax:  
zbmaintenance@gmail.com

Pressure Wash Main Entrance side from East Loading Dock to West Loading Dock at the Robert D. Moreton Building.

Price Per Attached Quote Dated 07/01/2021.

**Description** TFC Contact:  
Herman Ayala  
512-569-9885

Work Inspection:

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Pressure wash main entrance side from east loading dock to west loading dock, clean windows, painting on curbs.	1	Job	\$4,995.00	7/20/2021	8/31/2021	\$4,995.00
Labor: \$4,160.00 (16 hrs. /4 emp. @ \$65/hr.)						
Machines: \$600.00						
Supplies: \$235.00 (gas, chemicals, windex, rags)						

Total: \$4,995.00

Provide all labor, tools, materials and equipment necessary to pressure wash areas as per attached quote dated 07/01/2021.

**NIGP Class:** 910

**NIGP Item:** 03

**Object Class:** 266

**Reimbursement Type:** HB3042

**Grand Total \$4,995.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2021
<b>Division</b>	Facilities Management and Operations
<b>Program</b>	Property Management
<b>Phone</b>	5125699885
<b>Org Code</b>	0410 - Facilities HB3042 - PO Activity
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)

